

GENERAL INFORMATION

Preferred Application Dates

Keene State College considers applications on a rolling admissions basis, however students are encouraged to apply well in advance of scheduled classes. Applicants who submit all required materials by the dates listed below will receive prompt attention. Those who apply later risk possible delays or blocks to course registration and access to financial aid.

MARCH 1 for programs that begin with **SUMMER** classes

APRIL 1 for programs that begin with **FALL** classes

NOVEMBER 1 for programs that begin with **SPRING** classes

Keene State College reserves the right to close admissions, irrespective of the preferred application dates, once class capacity has been reached. Upon acceptance, applicants are required to pay a \$100 nonrefundable enrollment services fee.

Academic Calendar

Summer session 1 starts mid-May and ends the last week in June.

Summer session 2 starts the first week in July and ends the second week in August.

The **fall** semester starts the fourth week of August and ends in early December.

The **spring** semester starts mid-January and ends in early May.

Financial Aid

No matter when you plan to enroll in an academic program, you should complete the Free Application for Federal Financial Aid (FAFSA) online at www.fafsa.ed.gov. The closer you can complete the FAFSA to March 1 for the following academic year, the sooner your request for financial aid will be evaluated. Please do not wait until you are admitted into a program before completing the FAFSA. Requests for financial aid are evaluated after KSC receives FAFSA results *and* the applicant has been admitted into an approved program.

All students admitted into a master's, post-master's or post-baccalaureate program are eligible to apply for financial assistance, whether they are enrolled full-time or part-time. Full-time and part-time enrollment status for fall, spring, and summer is determined according to the following table:

| Program | Academic Level | Credits | Enrollment Status |
|--------------------|----------------|------------|-------------------|
| Master's | Graduate | 5-8 | Part-time |
| | | 9 or more | Full-time |
| Post-Master's | Graduate | 5-8 | Part-time |
| | | 9 or more | Full-time |
| Post-Baccalaureate | Undergraduate | 6-11 | Part-time |
| | | 12 or more | Full-time |

Visit <http://keenestateinfo.com/gradstudies/> and select "Financing Your Education" for more information, including graduate assistantships.

STEP 1: REQUIREMENTS FOR ALL PROGRAMS

Forward all application materials to:

KSC Graduate Admissions, 229 Main Street, Keene, NH 03435-2605.

- **Completed application form with signature** (refer to the preferred application dates listed above)
- **Nonrefundable application fee** – all applicants: \$40. Make check or money order payable to *Keene State College*.
- **Official transcripts from all prior colleges or universities** attended (undergraduate and graduate). Applicants must hold a bachelor's degree from an appropriately accredited institution of higher education, with a minimum grade point average (GPA) of 2.50. A GPA below 2.50 may be considered if an official score report for the Graduate Record Exam (GRE) General Test is submitted with a performance level at or above the 50th percentile for each subtest. Preference will be given to those with a GPA of 2.75 or higher.
- **Copy of current certification as a teacher or professional educator** from a state department of education. This requirement may be waived if passing scores for the Praxis I tests are submitted.
- **Passing scores for the Praxis I tests** in reading, writing, and mathematics. Having earned a master's degree does not exempt an applicant from this requirement. The Praxis I test requirement will be waived if the applicant has a current certification as a teacher or professional educator.
Sample tests, registration forms, location, and fee information may be obtained by visiting the Education Testing Service website: www.ets.org.
- **Essay** follow directions on page iii
- **Three KSC Applicant Recommendation Forms** (two sides) completed by current or former supervisors, professors, etc.
- **Complete formal interview** with KSC faculty member designated by graduate admissions.
- A copy of **alien registration card**, if applicable.
 If you are an international applicant, please review the additional requirements specified under INTERNATIONAL APPLICANT.

All programs have additional requirements or prerequisites that are listed in STEP 2.

STEP 2: ADDITIONAL CRITERIA FOR EACH PROGRAM

CURRICULUM AND INSTRUCTION

Master of Education Degree: Curriculum and Instruction – Professional Development (36 credits)

This program is intended for experienced teachers who seek a master of education degree.

- Candidates must have a minimum of one year of full-time teaching experience working with children and youth in an appropriate educational setting (pre-K to 12).
- Candidates must be employed at least half-time in an approved educational setting for the duration of the program.
- Preference will be given to candidates who have a minimum of two years of relevant life experience, or the equivalent, in addition to undergraduate program completion.

Apply to this program by checking Item 1 under PROGRAM SELECTION on the application form (p. iii).

- Check the additional box under Item 1 if you earned certification in General Special Education, Early Childhood Special Education, Emotional and Behavioral Disabilities, Specific Learning Disabilities, Intellectual and Developmental Disabilities, or Reading Specialist through a post-baccalaureate program at KSC or at an approved collaborating institution, like Granite State College, and want to transfer 18 to 24 credits into the M.Ed. Curriculum and Instruction degree.

The complete eligibility criteria for the award of transfer credit is available at <http://keenestateinfo.com/gradstudies/>.

EDUCATIONAL LEADERSHIP

Master of Education Degree: Educational Leadership (36 credits)

Post-Master's Certification Program: Educational Leadership (27 credits)

The certification associated with these programs is School Principal (grades K to 12).

- Candidates for both programs must have a minimum of two years of full-time experience working with children and youth as a qualified educator in an approved educational setting. Three years of full-time experience is required before the New Hampshire Department of Education will grant certification as a principal (grades K to 12).
- Candidates for both programs must be employed at least half-time in an approved educational setting for the duration of the program.
- Candidates for the Post-Master's Certification Program must have earned a master's degree in an appropriate field.

Apply to the **Master of Education Degree: Educational Leadership** by checking Item 2 under PROGRAM SELECTION on the application form (p. iii).

Apply to the **Post-Master's Certification Program: Educational Leadership** by checking Item 3 under PROGRAM SELECTION on the application form (p. iii).

SCHOOL COUNSELOR

Master of Education Degree: School Counselor (48 credits)

Post-Master's Certification Program: School Counselor (30 credits)

The certification associated with this program is Guidance Counselor (grades K to 12).

- Preference will be given to candidates who have a minimum of two years (or the equivalent) of relevant life experience in addition to undergraduate program completion.
- Preference will be given to candidates who have a minimum of 300 hours of experience with children and youth in an appropriate educational setting. Post-master's candidates must meet the minimum criteria.
- Candidates for the Post-Master's Certification Program must have earned a master's degree in a field related to counseling or social work.

Apply to the **Master of Education Degree: School Counselor** by checking Item 4 under PROGRAM SELECTION on the application form (p. iii).

Apply to **Post-Master's Certification Program: School Counselor** by checking Item 5 under PROGRAM SELECTION on the application form (p. iii).

SPECIAL EDUCATION

Master of Education Degree: Special Education (32-38 credits)

The certification associated with this program is General Special Education (grades K to 12).

- Preference will be given to candidates who are currently certified by a recognized state department of education in Early Childhood, Elementary, or Secondary Education (English, French, Mathematics, Science, Social Studies, and Spanish) or have successfully completed a certification program in one of these areas at Keene State College.
- Candidates must be employed at least half-time in an approved educational setting or be enrolled in an approved internship for the duration of the program.
- Candidates must have a minimum of 300 hours of experience within the last three years with children and youth in an appropriate K to 12 educational setting.

Apply to the **Master of Education Degree: Special Education** by checking Item 6 under PROGRAM SELECTION on the application form (p. iii).

- Check the additional box under Item 6 if you earned certification in General Special Education, Early Childhood Special Education, Emotional and Behavioral Disabilities, Specific Learning Disabilities, or Intellectual and Developmental Disabilities through a post-baccalaureate program at KSC or at an approved collaborating institution, like Granite State College, and want to transfer 18 to 26 credits into the M.Ed. Special Education degree.

The complete eligibility criteria for the award of transfer credit is available at <http://keenestateinfo.com/gradstudies/>.

POST-BACCALAUREATE TEACHER CERTIFICATION

This is a non-degree-bearing program completed at the undergraduate level.

- Preference will be given to candidates who have a minimum of 300 hours of experience with children and youth in an appropriate educational setting and a minimum of two years (or the equivalent) of relevant life experience in addition to undergraduate program completion.
- Preference will be given to candidates who submit passing scores for the Praxis II content tests (typically content knowledge and essay) as specified by the New Hampshire Department of Education. Praxis II tests are required for the following certification areas:

| | |
|------------------------------------|-----------------------------|
| Biology (7 to 12) | General Science (5 to 9) |
| Chemistry (7 to 12) | Mid./Jr. High Math (5 to 8) |
| Early Childhood Education (N to 3) | Physics (7 to 12) |
| Earth/Space Science (7 to 12) | Secondary Math (7 to 12) |
| Elementary Education (K to 8) | Social Studies (5 to 12) |
| English (5 to 12) | Spanish (K to 12) |
| French (K to 12) | |

Sample tests, registration forms, location, and fee information may be obtained by visiting the Education Testing Service website: www.ets.org.

Apply to the **Post-Baccalaureate Teacher Certification** program by checking one option from Items 7 to 22 under PROGRAM SELECTION on the application form (p. iii).

International Applicants

If you are not a U.S. citizen, you are an international applicant. If transcripts of course work you did at a foreign college or university are being forwarded to KSC, you must have the transcripts evaluated by a professional service such as World Education Services, Inc. (www.wes.org), and the transcripts must be accompanied by a certified English translation. In addition, all international applicants must demonstrate proficiency in the English language.

For international applicants:

- Complete the application.
- Enclose the \$40 application fee.
- Submit transcripts of all college preparatory education and/or college- or university-level coursework (a certified English translation must accompany the transcripts).
- Submit official results of the Test of English as a Foreign Language (TOEFL) if the language of instruction for the majority of your education has been taught in any language other than English.
- Submit a Certification of Finances form. This form is available through the Graduate Studies Office at Keene State College. Call 603-358-2497 or e-mail gradstudies@keene.edu. Please note that information disclosed on the Certification of Finances has no bearing on the admissions decision.

Refer to the PREFERRED APPLICATION DATES and forward your application, fee, and all required materials to Graduate Admissions, Keene State College, 229 Main Street, Keene, NH 03435-2605.

Keene State College

Graduate Admissions
229 Main Street, Keene, NH 03435-2605
Phone: 603-358-2497 Fax: 603-358-2569
gradstudies@keene.edu
http://keenestateinfo.com/gradstudies/

Application for Graduate Study in Education

APPLYING FOR:

January 2011 Summer 2011 September 2011

Please TYPE or PRINT clearly

Name (no nicknames please) Last First Middle Former last name, if any

Permanent Address, number and street

City /State /Zip

Telephone, with area code

Mailing Address, if different

City /State /Zip

Telephone, with area code

E-mail address

Gender

Male

Female

Date of Birth

Month/Day/Year

Social Security Number *

| | | | | |
|--|---|--|---|--|
| | - | | - | |
|--|---|--|---|--|

* Students who fail to supply the correct Social Security number are not eligible to apply for financial aid or to access their confidential application records through our online system, WebAdvisor.

FOR OFFICE USE ONLY

Application date: _____

\$40 fee: _____

If you wish to pay your application fee by credit card (Visa or MasterCard), please provide us with the following information:

Visa MasterCard

Credit Card #

Expiration Date

Signature

Are you a U.S. citizen?

Yes No

If you are not a U.S. citizen, please specify:

Country of birth _____

Country of citizenship _____

Type of Visa _____

Native language _____

TOEFL test dates _____

1. Are you Hispanic or Latino?

- Yes, go to question #2
- No, go to question #3

2. Which of the following best describes your Hispanic origin or descent? Mark one

- Mexican or Chicano
- Puerto Rican
- Cuban
- Other Hispanic – Specify _____

3. What is your racial background?

- Check all that apply
- American Indian or Alaska Native
Specify tribal affiliation(s) _____
 - Native Hawaiian or other Pacific Islander
 - Asian
 - Black or African-American
 - White

Have you been a New Hampshire resident for the past 12 months?

Yes No

If yes, for how long? _____

Are you a veteran?

Yes No

If yes, date of entry _____

Date of discharge _____

Type of separation or discharge (please enclose a copy of your DD214 Form)

If you are not separated from the service, please provide us with a letter from your commanding officer certifying your current dates of active service and that you are in good standing.

FAMILY INFORMATION *Optional for applicants who are over 24 years of age and financially independent*

Parent or guardian's full name

Address (if different from above)

City/State/Zip

E-mail address

Occupation and location of employment

Veteran? Yes No

What is the highest degree obtained by this parent?

- High school diploma
- Associate's (2-year) degree
- Bachelor's (4-year) degree
- Master's degree or higher

Parent or guardian's full name

Address (if different from above)

City/State/Zip

E-mail address

Occupation and location of employment

Veteran? Yes No

What is the highest degree obtained by this parent?

- High school diploma
- Associate's (2-year) degree
- Bachelor's (4-year) degree
- Master's degree or higher

FOR ALL APPLICANTS

How did you learn about the Programs for Graduate Study in Education at Keene State College? _____

Are you **currently** certified by a state department of education as a teacher or education professional? If yes, list the state(s) and certification subject(s) or area(s):

| State | Certification(s) | Number of Years |
|-------|------------------|-----------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Have you been employed as a full-time teacher or education professional? Yes No

If yes, was the setting public private or other _____ ? For how many years? _____

Disciplinary History

A. Have you ever been found responsible for a disciplinary violation (related to academic or behavioral misconduct) at an educational institution you attended after high school (or the equivalent) that resulted in your probation, suspension, removal, dismissal, or expulsion? Yes No

B. Have you ever been convicted of a misdemeanor, felony, or other crime? Yes No

If you answered *Yes* to either or both questions, please attach a separate sheet of paper and provide approximate dates and an explanation of each incident.

If your situation changes after you apply, it is your responsibility to notify the Graduate Studies Office.

EDUCATION

Colleges and Universities List all undergraduate and graduate colleges and universities at which you have taken courses for credit. Submit official transcripts from each institution in order to complete your application.

| College/University Name | Location (City, State/Province, Zip/Postal Code, Country) | Degree Candidate? | | Dates Attended (mm/yyyy) | Degree(s) Earned | # cr |
|-------------------------|--|--------------------------|--------------------------|-----------------------------|------------------|-------|
| | | Yes | No | | | |
| _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ | _____ |
| _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ | _____ |
| _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ | _____ |
| _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ | _____ |
| _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ | _____ |

EMPLOYMENT

Please list your most recent employment experience.

| Job Title and Nature of Work | Employer | Full-Time | Part-Time | Approximate Dates (mm/yyyy – mm/yyyy) |
|------------------------------|----------|--------------------------|--------------------------|--|
| _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

REFERENCES

List the individuals who will be submitting letters of recommendation. Three are required; additional ones are optional.

| | | |
|--------------|-------|---|
| Name | Title | Relationship to applicant (supervisor, associate, etc.) |
| Work address | | Telephone number |
| Name | Title | Relationship to applicant (supervisor, associate, etc.) |
| Work address | | Telephone number |
| Name | Title | Relationship to applicant (supervisor, associate, etc.) |
| Work address | | Telephone number |

REQUIRED ESSAY DIRECTIONS

Prospective students must submit an essay of approximately three typewritten, double-spaced pages, with full name and page number in the upper right-hand corner of each page. The essay will be reviewed by the Admissions Committee to evaluate your potential to effectively engage in advanced studies and your ability to think and write clearly, creatively, and critically. Essays will be evaluated on form and content.

The Keene State College graduate program is committed to promoting school reform that embraces the needs of all students. For this reason, we ask you to address each of the following points:

- Your experience with children of pre-kindergarten age through 12th grade. Please provide specific examples of your experience in developing relationships and collaborating with youth, teachers, administrators, and families.
- Special abilities, life experiences, and personal qualities you bring to the program.
- Self-assessment: areas of strength in your knowledge and skills and areas for further development.
- Underlying values that guide you in working with and advocating for students in schools.
- Your experiences, thoughts, and feelings about working with people who are different from you.
- Your experiences as an advocate and/or agent of change within a system.

PROGRAM SELECTION (check appropriate box)

Please review the specific program information at <http://keenestateinfo.com/gradstudies/> before selecting your program.

PROFESSIONAL DEVELOPMENT

- 1 Master of Education Degree: Curriculum and Instruction – Professional Development
- Check this box if you intend to transfer a block of 18 to 24 post-baccalaureate credits from Granite State College or another approved collaborating institution toward this degree.

EDUCATIONAL LEADERSHIP

- 2 Master of Education Degree: Educational Leadership
- 3 Post-Master's Certification: Educational Leadership

SCHOOL COUNSELOR

- 4 Master of Education Degree: School Counselor
- 5 Post-Master's Certification: School Counselor

SPECIAL EDUCATION

- 6 Master of Education Degree: Special Education
- Check this box if you intend to transfer a block of 18 to 26 post-baccalaureate credits from Granite State College or another approved collaborating institution toward this degree.

For non-master's certification in General Special Education, see number 15 below.

POST-BACCALAUREATE TEACHER CERTIFICATION (this is a non-degree-bearing program consisting of undergraduate courses)

- 7 Biology (grades 7 to 12)
- 8 Chemistry (grades 7 to 12)
- 9 Early Childhood Education (grades N to 3)
- 10 Earth/Space Science (grades 7 to 12)
- 11 Elementary Education (grades K to 8)
- 12 English (grades 5 to 12)
- 13 French (grades K to 12)
- 14 General Science (grades 5 to 9)
- 15 General Special Education (grades K to 12)
- 16 Mid./Jr. High Math (grades 5 to 8)
- 17 Music Education (grades K to 12)
- 18 Physical Education (grades K to 12)
- 19 Physics (grades 7 to 12)
- 20 Secondary Math (grades 7 to 12)
- 21 Spanish (grades K to 12)
- 22 Social Studies (grades 5 to 12)

FOR ALL APPLICANTS

I certify that I am aware of New Hampshire Law RSA 189: 13-A, which, in part, requires school administrative units to conduct a background investigation and a criminal history records check for all individuals who, during the performance of their intended duties, would come into regular contact with pupils. I understand that individuals who have been convicted of certain crimes are not allowed to work in an educational setting. I further certify that to the best of my knowledge the information I have given in this application is correct and complete.

I understand that the College charges and bills for the entire semester. Checking this box is required and represents, upon registration, a firm commitment to pay in full the total charges for the entire semester. This commitment becomes legally binding once I register for and begin each semester.

NOTE: Applications will not be processed without a signature.

Today's date

Signature of applicant

The information provided to Keene State College becomes the property of the College. In accordance with the Family Educational Rights and Privacy Act (FERPA), students retain the right to review their records.

NEW HAMPSHIRE RESIDENTS ONLY

You must complete and have notarized the statement below regarding domicile. If this is not appropriate, attach a notarized statement detailing all facts upon which your claim for NH domicile is based. If you are claiming NH domicile but are not currently living in the state, be certain to explain the circumstances that require you to live elsewhere. Payment of property and/or residency

taxes does not in itself constitute the basis for a claim to legal domicile.

NH residents who are military personnel on assignment outside the state and who are applying for admission or have dependents doing so, should submit a statement establishing that they entered the armed forces from the state of New Hampshire. This statement should be certified by

a commanding officer.

A copy of "Rules Governing Tuition Rates for the University System of NH" may be obtained by writing the Admissions Office. Misrepresentation of facts in order to establish a claim to NH domicile will be viewed by the admission office as justification for revoking an acceptance or returning an application without consideration.

Student's name _____
Last First Middle

Legal domicile _____ New Hampshire
Street City

I have been legally domiciled at the address above for the past twelve months. I have no other domicile, am on the checklist of the town or city of domicile, and am financially independent.

SIGNATURE OF APPLICANT

Sworn to me this _____ day of _____, 20 _____

(Notary Public, Justice of the Peace, etc.) (SEAL)

WHEN COMPLETED

Return the completed application with requested materials to:

Graduate Admissions, Keene State College
229 Main Street, Keene, NH 03435-2605

Keene State College

Graduate Admissions
229 Main Street, Keene, NH 03435-2605
Phone: 603-358-2497 Fax: 603-358-2569
gradstudies@keene.edu
<http://keenestateinfo.com/gradstudies/>

Recommendation for Graduate Study in Education

DIRECTIONS FOR APPLICANT

1. Please complete the APPLICANT INFORMATION section below and submit it, along with page two of the recommendation form, to three different professional references. A professional reference may include; college or university professors, employers or supervisors, and professional colleagues. Members of your family and friends are not considered to be professional references.
2. Letters of recommendation written for employment are not acceptable.

APPLICANT INFORMATION

Name of applicant: _____

Street, City, State, Zip: _____

Date of birth or Social Security number: _____

Phone: _____ E-mail: _____

Selected KSC program: _____

Applicant signature: _____ Date: _____

DIRECTIONS FOR REFERENCE

1. Please complete the REFERENCE INFORMATION section at the bottom of this page.
2. On page two of this form please rate the applicants Professional Dispositions and include comments.
3. Please submit an appraisal of the applicant's potential to be an effective graduate student and professional educator. Your appraisal may be included in a letter of recommendation or on a separate sheet of paper.
4. Return the completed recommendation form (two pages) and attached appraisal to:
Keene State College, Graduate Admissions, 229 Main St., Keene, NH 03435-2605

How long have you known the applicant? _____

In what capacity? _____

REFERENCE INFORMATION

Name of reference: _____ Job title: _____

Street, City, State, Zip: _____

Phone: _____ E-mail: _____

Reference signature: _____ Date: _____

Please evaluate the applicant's professional dispositions by circling the appropriate number using the scale below.

Strongly Disagree 1 2 3 4 5 Strongly Agree NA – not applicable

| Professional Dispositions | Scale | Comments – please elaborate |
|--|--------------|-----------------------------|
| The applicant exhibits clear and accurate communication skills (e.g., listening, writing, speaking). | 1 2 3 4 5 NA | |
| The applicant works cooperatively and collaboratively. | 1 2 3 4 5 NA | |
| The applicant presents appropriate professional appearance and demeanor. | 1 2 3 4 5 NA | |
| The applicant exhibits enthusiasm and passion for students and teaching. | 1 2 3 4 5 NA | |
| The applicant is committed to lifelong learning and service to the community. | 1 2 3 4 5 NA | |
| The applicant demonstrates clear understanding of legal and moral obligations of the profession. | 1 2 3 4 5 NA | |
| The applicant demonstrates understanding of and is open to diverse perspectives. | 1 2 3 4 5 NA | |
| The applicant demonstrates respect, empathy, and caring for others. | 1 2 3 4 5 NA | |
| The applicant accepts responsibility for own actions. | 1 2 3 4 5 NA | |
| The applicant is present, punctual, and prepared. | 1 2 3 4 5 NA | |
| The applicant demonstrates consistent integrity and honesty. | 1 2 3 4 5 NA | |
| The applicant exhibits willingness to work diligently to achieve success. | 1 2 3 4 5 NA | |